



**Commissioner of the Revenue**  
**PO Box 1807**  
**Culpeper, VA 22701-6807**  
**Terry Yowell, Master Commissioner**  
**Phone: (540) 727-3443**  
**Fax: (540) 727-3472**

**2007**  
**CULPEPER COUNTY**  
**RETURN OF BUSINESS PERSONAL**  
**PROPERTY AND MACHINERY & TOOLS**  
**FILE ON OR BEFORE MAY 1, 2007**

<b>ACCOUNT NUMBER</b>	
<b>FEIN/Taxpayer Social Security Number</b>	
<b>Co-Taxpayer Social Security Number</b>	
<b>Business Start Date In Culpeper</b>	
<b>Business Cease Date</b>	
<b>Physical Address of Property</b>	
<b>Nature of Business</b>	
<b>Location of Business on January 1</b>	<input type="checkbox"/> <b>County</b> <input type="checkbox"/> <b>Town</b>

**PLEASE READ INSTRUCTIONS (FRONT AND BACK) CAREFULLY BEFORE COMPLETING.**

**1. BUSINESS FURNITURE, FIXTURES, EQUIPMENT, & TOOLS:**

Report below the total original cost of all furniture, trade fixtures, hand/power tools, office machines, business/mobile telephones, books, signs and any other tangible property used in business, including those fully depreciated.

YEAR ACQUIRED	COST	%	ASSESSED VALUE
2006		X 70%=	
2005		X 60%=	
2004		X 50%=	
2003		X 40%=	
2002 & Prior		X 30%=	
<b>Total</b>			

**2. COMPUTER EQUIPMENT:** Report below the total original cost of all computer equipment including mainframe and personal computers, PDAs, monitors, CPUs, servers, disk drives, peripheral equipment including, printers, scanners, memory cards, cables and any other tangible property used in business, including those fully depreciated.

YEAR ACQUIRED	COST	%	ASSESSED VALUE
2006		X 65%=	
2005		X 50%=	
2004		X 40%=	
2003		X 30%=	
2002 & Prior		X 20%=	
<b>Total</b>			

**3. MACHINERY AND TOOLS:** Report below the total capitalized cost of all machinery and tools used in manufacturing, mining, processing, reprocessing, radio, television broadcasting, dry cleaning or commercial laundry business, including those fully depreciated.

YEAR ACQUIRED	COST	%	ASSESSED VALUE
2006		X 70%=	
2005		X 60%=	
2004		X 50%=	
2003		X 40%=	
2002 & Prior		X 30%=	
<b>Total</b>			

*\*Note: If there are differences from the reported cost figures on last year's return due to disposals or transfers in/out, you must provide detailed documentation (including description, cost, purchase year and date of disposal/transfer) supporting these differences.*

**YOU MUST INCLUDE THE FOLLOWING WITH YOUR RETURN:**

- (1) An itemized list of all property reported, date acquired and cost.
- (2) A copy of the depreciation schedule (FORM 4562) from your most recent federal income tax return.

**Return to: Commissioner of the Revenue**  
**PO Box 1807, Culpeper, VA 22701-6807**  
**Phone: (540)-727-3443 Fax (540) 727-3472**  
**tyowell@culpepercounty.gov**

DECLARATION BY TAXPAYER: I declare that the foregoing statements and figures are true, full and correct to the best of my knowledge and belief. (§58.1-11, Code of Virginia)

Signature of Taxpayer	Date
Phone Number	Email Address
Signature of Preparer	Date
Phone Number	Email Address

**FOR OFFICE USE ONLY**

**BPP Total Assessed Value:**

**TO REPORT LEASED PROPERTY SEE REVERSE SIDE**

**4. LEASED PROPERTY:** List all Tangible Personal Property (except vehicles) leased, rented or borrowed from others as of January 1 (Virginia Code §58.1-3518). Attach separate sheet if more space is required.

**FROM LEASE AGREEMENT**

Name of Owner (Lessor)	Address of Owner/Phone Number	Start/End Dates of Lease	Description of Item	Quoted Purchase Price

**CULPEPER COUNTY BUSINESS PERSONAL PROPERTY AND  
MACHINERY & TOOLS INSTRUCTIONS**

**What is this form?** This is your Business Personal Property declaration on which you are to file all furniture, fixtures, tools and equipment used in a trade or business. Machinery and Tools used in manufacturing, mining, processing, reprocessing, radio or television broadcasting, dry cleaning or laundry business are to be listed and segregated as a separate class (VA Code Sec. 58.1-3507).

**What should I do with it?** First take a look at the preprinted ownership information for accuracy. Then follow the instructions for each box where applicable. You need to provide a complete list of all property used in your business. The list should include the name of the item, acquisition date and cost (whether fully depreciated or not for federal income tax purposes). In the event there was no cost for acquisition, please provide an estimate of fair market value at the time of acquisition.

**Am I required to file this form?** If you conducted business as an individual, partnership or corporation, or if you own leased business equipment in Culpeper County on January 1 of this year, you must complete and return this form.

**When is it due?** The form and associated schedules/property lists are due no later than May 1<sup>st</sup>. If you file late or not at all, by law a 10% penalty will be added to your bill. If you are unable to file by May 1<sup>st</sup>, you may request a 30 day extension. The request must be in writing to the Commissioner of the Revenue and must be made prior to May 1<sup>st</sup>.

**What happens if I do nothing?** Since the assessment is based on information and schedule(s) that you provide, an assessment will be made by means of percentage of original cost and/or fair market value. If no information is provided, the Commissioner of the Revenue is required by law to assess property based on the best information available, which will result in a tax bill due. This is called a statutory assessment (VA Code Sec. 58.1-3519).

**How can I get help?** Additional forms, information and assistance are provided by the Commissioner of the Revenue office. The office is located in the Court House at 135 W. Cameron Street, Culpeper or you may call (540) 727-3443.

**IMPORTANT, PLEASE READ:** Upon receipt, all returns are viewed for completeness. If a return is sent back for insufficient data, the return will be treated as if it had not been filed and will be subject to a late filing penalty unless re-filed on time.

**It is a Class 1 Misdemeanor for any person willfully to subscribe a return which he does not believe to be true and correct as to every material matter (Code of Virginia §58.1-11).**